

**INTERNSHIP IN DESIGN | ART 4496**

**P A C K E T**



Thank you for participating in  
the <<dti>> Internship  
Program. We hope that this  
experience will be  
successful and satisfying  
for you and the intern.

In order to help us evaluate  
the student and improve the  
program, please take a few  
minutes to fill out these forms  
and return them to <<dti>>.

Be as candid as possible.  
We look forward to a continued  
relationship with you.

Edward Noriega, Director <<dti>>  
Jerry Johnson, Chair of Department of Art and Design

INTERNSHIP IN DESIGN | ART 4496 **general information**

**Basic Course Description:**

Experiential learning in the context of an art or design related profession. Must be approved by the department chairman and cooperating host organization or business. May be repeated for credit in the fall, spring or summer sessions.

- For three (3) hours credit, the intern must work a minimum of 120 hours—on site—with the partnering institution.
- If an intern works full-time (40 hr/week) for a minimum of 6 weeks, the student may apply for six (6) hours credit. This must be approved ahead of time by the department.
- Student and a representative from the partnering institution must sign an internship agreement at onset and supply all necessary documentation at the end of the internship term.

**Responsibilities of student intern:**

1. Provide all contact information (name of company; name, phone numbers and e-mail address of key contact or supervisor; mailing address, and intern position description) to the supervising faculty member .
2. Is solely responsible for the execution of all contracts, forms, documents and reports by specified dates.
3. Must provide a formal report at the end of the internship term (at least four days before grades are due in) to the supervising faculty member.
4. The formal report must include the following:
  - A formal report complete with exterior folder with name of company and name of intern and dates. An interior cover sheet must also be included in the report.
  - A well-written report describing the company worked for and accurately detailing all relevant experiences, responsibilities and tasks that provided experiential learning opportunities. This report must be a minimum of three single-spaced, word-processed pages.
  - A signed evaluation form completed by a supervising representative from the partnering institution.
  - At least three (3) photographs showing the intern in the workplace environment.
  - As applicable, printed or digital samples of creative work that the intern either was responsible for in full or in part OR visual documentation of other design related processes or tasks that were assigned.
  - A completed, signed Student Intern Feedback Form (this form is for the student intern to assess the experience with this particular institutional partner for our future reference)

**Responsibilities of partnering institution:**

1. Introduce the intern to the worksetting: company history, facilities, personnel policies, structure and conduct, basic business practices, and to provide authentic design-related (or near-related) experiences through tasks and expectations.
2. The supervisor assigns, monitors and evaluates tasks and projects.
3. Following completion of the internship, the supervisor completes an evaluation and recommends whether the intern deserves credit for the course.
4. While it is not mandatory, we highly recommend that the internship program be offered as a paid position with a minimum consideration of 25% above the current minimum hourly pay wage.

INTERNSHIP IN DESIGN | ART 4496 **application**

3hrs

**Student Information**

**F S Su**

Student Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: Fax: \_\_\_\_\_

E-mail (Please print clearly): \_\_\_\_\_

Major/Contract: \_\_\_\_\_

Anticipated Graduation (year/term): \_\_\_\_\_

Citizenship:  US Citizen  Visa  
 Permanent Resident  J-1 Visa  
 F-1

**Sponsor Information**

Company Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Company E-mail (Please print clearly): \_\_\_\_\_

Company URL (if available) \_\_\_\_\_

Internship Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Required Hours Per Week: \_\_\_\_\_

Salary/Benefits (if applicable): \_\_\_\_\_



INTERNSHIP IN DESIGN | ART 4496 **application**

<b>Internship Description and Responsibilities</b>	
	Please describe the studio, institution, department or business and its activities.
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
Please describe internship responsibilities, including types of training and supervision provided.	
_____	
_____	
_____	
_____	
_____	
_____	
Please describe the learning component(s), and /or special projects agreed upon by both intern and supervisor .	
_____	
_____	
_____	
_____	
_____	
_____	
Site Supervisor Signature	
_____	
Date	
_____	
Student Signature	
_____	
Date	
_____	
<i>Internship sites are advised to place unpaid interns on their Workers' Compensation policy.</i>	

Sites that are sponsoring an international student for curricular practical training must attach a note on company letterhead that confirms the acquisition of a paid internship, dates internship will begin and end, and hours per week to be worked.

INTERNSHIP IN DESIGN | ART 4496 **evaluation report**

To be completed by sponsor

Date \_\_\_\_\_  
 Student Name \_\_\_\_\_

Scale:	1 poor	2 fair	3 average	4 good	5 excellent
Is the intern interested in his/her work?					
Is the intern punctual in reporting to work?					
Is the intern prompt and cheerful in handling instructed tasks?					
Is the intern reliable in the execution of duties?					
Does the intern display initiative and resourcefulness?					
Does the intern function well working in a team environment?					
Does the intern display good judgement and draw correct conclusions?					
Does the intern command the respect of association and others?					
Does the intern show respect to coworkers and superiors?					
Does the intern show respect to his/her coworkers and clients?					
Has the intern made steady improvements since the start of his/her internship?					

General remarks:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have read this report and **agree/disagree** (circle one).

Intern Signature: \_\_\_\_\_  
 Intern Supervisor Signature: \_\_\_\_\_